

# MSFC Safety *Bulletins*

## What Happened: Lost Time Injury

Two employees were sliding a file cabinet away from a wall in order to install a telephone headset on a nearby desk. One employee strained their back as a result of this move. The employee missed two days of work.

### Cause:

Employee failed to use proper lifting/moving techniques to perform task.

### What You Can Do:

#### Plan and Anticipate Problems

1. Perform a mental lift first
2. Size up the load/test the weight by lifting one corner
3. Get help, use team approach
4. Find a better way, consider material handling equipment
5. Solve repetitive problems, avoid same problem in future
6. Check/Clear the pathway before beginning move
7. Lift less, divide the load in smaller parts
8. Think along the way, be alert, watch for problem areas

